

# 1 GETTING STARTED

This chapter introduces you to the web-based UIR menu system. Information is provided about the set up necessary to assign users permission to enter and transmit data. This first section is general information about the databases.

## Database Systems

Data are pieces of information. Data reside in files or tables. The file structure is a logical way of storing data. Understanding this structure helps you find the data you need from the database.

A database system is a collection of data stored in the computer in a logical and consistent manner. Using this type of system allows the development of multiple applications using a common database. Also, the database system allows the computer to store data efficiently and it allows easy retrieval of data.

## Relational Database

A relational database is a collection of data stored in two or more tables that share a common column-name [key field] that joins the tables together in a single database. This key field allows you to create relationships across tables when querying a database. You can look at data stored in several tables as if they were a single table.

## Informix-SQL (ISQL)

Informix is a commercial software product that was used to create the UI database (UIDB). ISQL is the database management component of the UIDB. It organizes, stores, and retrieves data. With custom Standard Query Language (SQL) statements you can create useful programs and reports for yourself. However, writing custom SQL statements is beyond the scope of this handbook.

An INFORMIX database has tables, rows, columns, screen forms, reports, and files. A table organizes and stores data into rows and columns. A row is a record in the table containing all the data fields. A column contains the data of a specific field for each record. A database file or table is a collection of records or rows.

## Table Naming Conventions

UIR data reside in tables. Understanding how data is stored will help you find the data you need. Report tables store data reported by states and other sources. Each UIR table name

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begins with the letter ‘a’, followed by another letter and usually three or four numbers.

The second letter in each report table is one of the following:

- r - Regular program
- e - Extended Benefits program
- w - Work share version of the 5159, 9050 and 9051 reports
- c - Emergency Unemployment Compensation

Example: “ar5159” is the table name that stores the regular program data of the ETA 5159, Claims and Payment Activities Report.

A table can also have ending letters. For example, all reports have an associated version with the ending letters of cmt to indicate the table holds comment information. Ending letters can also be used to indicate a sub-grouping. For example, in ar9050p, p indicates a table on “partial” claims; in ar9054h, h indicates a table on higher authority appeals; and in ar9054l, l indicates a table on lower authority appeals.

The data in tables are generally stored in a series of consecutively named fields (or cells), which are usually identified as c1, c2, etc. For a data map of the fields in each report table, see Appendix A.

### Accessing the UIR Web-Based Menu

#### URL

To access the UIR Web-Based Menu, use an Internet browser. In the address bar, enter the URL as:

http://{fully qualified domainname}:8080/StateMenu

**or**

http://{IPaddress}:8080/StateMenu

Please contact your state’s System Administrator for the Domain name or IP Address.

## State Menu

Upon entering the URL, the following main Applications Menu appears. (Figure 1.1)

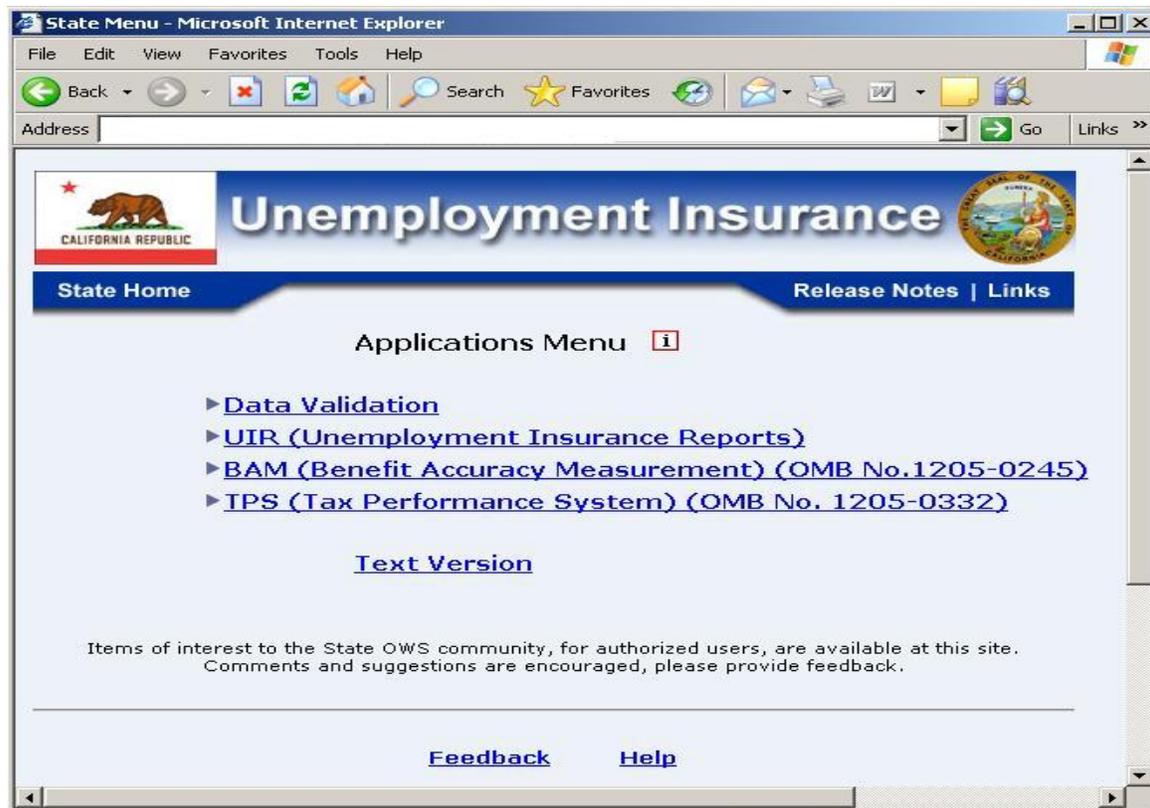


Figure 1.1 Application Menu

- **Top Navigation Bar**

The Navigation Bar displayed at the top of the menu screen helps the user to access one of the following:

- *State Home*: Link to the States' website. The "State Home" page is maintained by the State System Administrator.
- *Release Notes*: Links to release notes for all applications.
- *Links*: Additional links can be added by the State. The "Links" page is maintained by the State System Administrator.

- **Bottom Navigation Bar**

The Navigation Bar displayed at the bottom of the menu screen helps the user to access one of the following:

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- *Text Version*: Link to an Americans with Disability Act (ADA) compliant “Text Version” of the menu. ADA compliant software will allow UIR software access to the users with disability.
- *Feedback*: E-mail address to provide feedback.
- *Help*: Information about the UI Applications Menu page.

### UI Applications Menu

The main UI Applications Menu consists of 4 choices:

- Data Validation
- UIR (Unemployment Insurance Reports)
- BAM (Benefits Accuracy Measurement)
- TPS (Tax Performance System)

The arrow next to the menu options indicates that the menu will further expand when the link is selected. When the link is clicked and the menu is expanded, the selected link arrow changes from pointing to the link to pointing down.



**Figure 1.2** *Expanded Application Menu*

 icon next to the Application Menu provides Application Production Release information. Clicking on the link again (or the down arrow) will compress the menu. Figure 1.2 shows an expanded menu. The expanded menu may contain additional links to sub-menus. The links with the web page icons  next to them are links to the applications.

## Login Screen

For many menu options the user is required to login first. Login names and passwords are initially set by the State Sun System Administrator. The Login screen is displayed as shown in figure 1.3.



Figure 1.3 User Login Screen

## Permissions / User Groups

Most UIR screens permit only authorized users to perform specific tasks. Users are classified into two groups which are listed below. Your State SUN System Administrator will place you in the appropriate group(s) and provide a user name and an initial password.

The user groups are:

- Data entry group - uidbusr. This group can create reports, change data on reports, obtain report status, and load ASCII files.
- The approving official group - uidbapr. This group can sign off on reports and transmit them to the National Office. Members of this group are usually also members of the uidbusr group.

All other users with login access to the system can query the database through the Informix Structured Query Language available on the state Sun system.

## Getting Help On-Line

Each screen has a Help link on the bottom. Many screens also have a link to “Field Help.” If

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your cursor is in a screen field, clicking the Field Help link will produce a small browser window with context-sensitive help, which explains field information helpful to the user.

### **National Office Technical Support**

If you have a problem or question about the UIR software, seek assistance from your state Sun System Administrator (SSA). If your SSA cannot resolve the issue, the SSA will contact the UI Technical Support staff at 1 (800) 473-0188 for help.